



Town of Greenwich  
 Department of Public Works, Highway Division  
 Town Hall – 101 Field Point Road, Greenwich, CT 06836-2540  
 Phone 203-622-7766 – Fax 203-622-7831

Please submit plans folded –No larger than 8½” x 14”  
 Applications not accepted by Fax.  
 Signature Required Type online, print & sign

PERMIT APPLICATION # \_\_\_\_\_

PARCEL ID # \_\_\_\_\_

**Application for Highway Permit**

**NO PLANS ACCEPTED UNTIL P&Z APPROVAL HAS BEEN COMPLETED, if necessary.**

JOB ADDRESS: \_\_\_\_\_

DESCRIPTION OF WORK: \_\_\_\_\_

(Itemize work to be done in Town Right-of-Way)

OWNER'S NAME: \_\_\_\_\_ CONTRACTOR'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

TELEPHONE #: \_\_\_\_\_ BUSINESS PHONE #: \_\_\_\_\_

CELL PHONE #: \_\_\_\_\_ EMERGENCY PHONE #: \_\_\_\_\_

**ALL WORK WITHIN THE TOWN RIGHT-OF-WAY REQUIRES REVIEW AND A CURRENT HIGHWAY PERMIT**

**\*\*\*WORK AREA to be MARKED OUT in the FIELD in WHITE PAINT\*\*\***

**NO PERMANENT STRUCTURES or PLANTING to be INSTALLED on TOWN RIGHT-OF-WAY**  
**ALL IMPROVEMENTS IN THE RIGHT-OF-WAY MUST MEET TOWN OF GREENWICH STANDARDS**

The following items **MUST** be included on your plan and submitted with this application **for all types of work:**

- I. **Six (6) sets, Hard Copies, of Plans, One (1) Hard Copy of Drainage Summary Report, (Required for New Construction, Driveway and Drainage), One (1) DVD containing Site Plans & Details and Drainage Summary Report of the Proposed Openings or Driveway Entrance:**

**NOTE: If Planning & Zoning approval is required, approval must be obtained prior to submission of Application for Highway Permit**

- a. Drawing submitted must be at least 8½” x 11”.
- b. Site plan required for All NEW Construction, A-2 survey (required for Zoning) and site plan with elevations and property line depicted, certified by Licensed Professional Engineer and Land Surveyor.
- c. Drawing is to be to scale.
- d. Street Name and House Number must be clearly indicated.
- e. North arrow to be indicated.
- f. Nearest intersection and approximate distance or number and distance from nearest utility pole must be indicated.
- g. Location, size and type of trees on Town right-of-way.
- h. Indicate existing catch basins, manholes, culverts, guard rails, curbing, sidewalks, signs, traffic control devices and on street parking fronting property.
- i. All work in right-of-way shall be in accordance with Town of Greenwich Standard Detail.
- j. Must provide Pedestrian Bypass Plan
- k. If Street Metered Parking Spaces are required, written approval from Parking Services Dept. must be provided with application.
- l. **Highway Permit shall be approved prior to Building Permit being issued.**

**Copies of Town of Greenwich Standards are available in the DPW - Engineering Division.**

- II. Additional requirement for **DRIVEWAY:**
  - **DRIVEWAY Application must include Completed Application form, Driveway Sight Distance, Sight Line Profile and Driveway Widths at Property Line and Roadway.**
  - **DRAINAGE SUMMARY REPORT to be submitted with application for DRIVEWAY, One (1) Hard Copy and One (1) DVD**

**DRIVEWAY Checklist:**

- a. Sight Distance to left and right of the driveway is to be indicated. Certified site plan from a Connecticut Licensed Land Surveyor required for All NEW construction.
- b. Must conform to driveway frontage requirements.  
**(NOTE: If there is 50 feet or less frontage, only one driveway opening is permitted).**
- c. Indicate width of driveway at property and roadway.
- d. Indicate profile of the driveway from the edge of the Town road minimum 20 feet into driveway.  
 Profile shall be a plus grade of 3% to 6% for first five (5) feet.
- e. Indicate type of curbing, if any, to be installed. Curbing and stone aprons must be kept back 5 feet from the edge of the road with a 5-foot asphalt apron.
- f. Permit application must provide detailed information of how excess runoff water will affect Town right-of-way.
- g. Type of finish pavement is to be indicated.
- h. All driveways, curbs and walks in right-of-way to conform to Town of Greenwich standards.

- III. Additional requirement for **DRAINAGE:**
  - **Trenches and excavation in right-of-way shall be permanently repaired prior to issuance of Certificate of Occupancy**
  - a. If private drains are to be connected to the Town system, a drawing of the private drain, **size and type of pipe and source of water** must be provided.
  - b. If drains are to be connected to the Town system, a complete drainage plan including catch basins, manholes, **size and type of pipe** for the entire property, must be provided.
  - c. Highway Inspector to be notified of final completion and repair for approval.
  - d. Two (2) copies of Drainage Summary Report by Connecticut Professionally Licensed Engineer must be provided.  
**One (1) DVD and One (1) hard copy.**

IV. Before any excavation work and with this application, you must provide:

**“Call Before You Dig”** Ticket Number: \_\_\_\_\_  
 (To obtain number, call Toll Free – 811 or on line at www.cbyd.com)

Signature of Permittee/Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

(Please type or print name): \_\_\_\_\_



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# APPLICATION FOR HIGHWAY PERMIT

## Notice

All work in the right-of-way shall conform to Town of Greenwich Standards. Any variations will be subject to the Standards Variance Review Committee and approval of the Commissioner of Public Works.

PERMITS MAY BE REQUIRED FROM OTHER TOWN AGENCIES such as the Building Division, Inland Wetlands and Water Courses Agency, Police Department, Fire Department, Planning and Zoning, etc.

**It is the applicant's responsibility to acquire the necessary permits prior to the commencement of work.**

THE TREE WARDEN MUST BE NOTIFIED of any excavations in the vicinity of Town Trees.